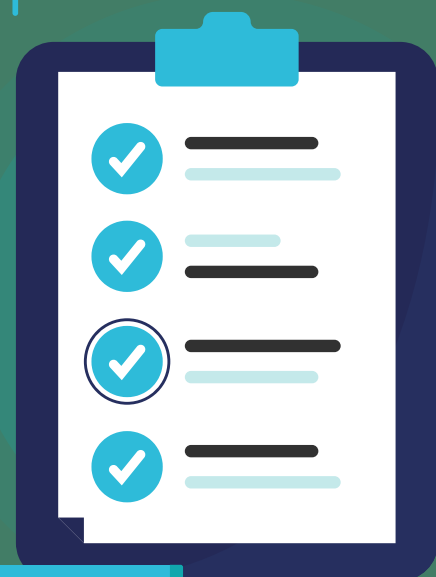




The business owner's 2023 HR checklist

Hhr Hill HR Consultancy
Limited



You know how important HR is, but as a busy business owner it keeps getting pushed to the bottom of your priority list.

2023 is the year you get this sorted, and have peace of mind knowing you, your business and your employees are protected in the correct way.

That's why I created this 2023 HR checklist.

It covers every aspect you need to know to ensure your business stays legally compliant, you're following your duty of care, looking after your employee's health and wellbeing, and creating a happy and efficient workforce.

There's a lot to consider so if you need help, just give us a call and we'll be there to support you.



1 | Are your contracts, policies and handbooks up to date?

It's really important to make sure all of these documents are up to date. To ensure this, reviewing them once a year is best practice.

This protects your business, your employees, and keeps you on the right side of the law.

What documents are most important?

There are many forms of HR documentation. Which ones are right for your business may depend on the nature of what you do. Some may be formal, and some informal. But there are a number of essential documents that you must have as a minimum...

A written statement of particulars/Contract of Employment

It is a legal requirement that all employees and workers must be provided with a contract of employment from day 1 of employment (if not before).

The employment contract should outline details of the employment, such as hours, location, salary and start dates.

The contract ensures both parties are clear on the terms and conditions of employment and can also protect your business. For example, common business issues include - if someone leaves and takes your clients, if an ex employee sets up in competition with you or steals your confidential company data.

It is advisable that the contract is professional drafted so you can ensure it is legally compliant and protects your business.

At Hill HR we can draft your own tailored employment contract to suit your business - no templates!

As well as permanent contracts of employment, we can also draft fixed term contracts, casual or zero hour contracts and apprentice contracts.

Job descriptions

Although not a legal requirement, you should ensure you have up-to-date job descriptions for every role within the business. Job Descriptions are useful in the recruitment process, the performance appraisal process, the onboarding procedure and employee management and record keeping documents.



1 | Are your contracts, policies and handbooks up to date?

Staff or Employee Handbook / HR Policies

A staff handbook shouldn't be a long and boring document that no one reads or uses.

It should be an internal tool that sets out expectations, for example mobile phone use, social media use, dress code or acceptable behaviour standards in the business. It ensures everyone knows what is expected of them. Hill HR can also draft a Staff Handbook.

Although not a legal requirement, the handbook is a useful reference manual for staff to find out information about their employment and it helps to resolve employment disputes.

Hill HR offer 3 types of handbook: a shortened version which can be used as a starter handbook. This contains 5 key policies and can be built upon. Alternatively, we can draft a full Staff Handbook with a full set of HR policies.

Or we can tailor a handbook to your needs and ensure your staff handbook reflects your business in terms of culture, style, colours and branding.

Essential policies

(Typically included in your employee handbook):

- Discipline and Grievance
- Maternity/paternity/adoption
- Absence
- Performance
- Redundancy
- Pay and Holidays
- Equal opportunities
- Data protection and security
- Bullying and harassment

Disciplinary and grievance procedures

Ideally you should have your own Discipline and Grievance policies. As a minimum, these should comply with the ACAS Code of Practice. Although the contract refers to them, the disciplinary and grievance policy should not be contained within the contract.

Exit documents

You may also wish to have clear documents and policies in place for when an employee exits the business.



2

Are you legally compliant?



Compliance is vital for your business not only to ensure its smooth running, but also to avoid fines and even criminal charges.

Your business should be committed to following the working standards set out by UK employment law. It affects your policies, procedures, and documentation, as well as your day-to-day responsibilities.

Statutory compliance is your legal obligation set out by legislation.

Regulatory compliance is a legal obligation by a regulatory body. Your health and safety would fall into this category, for example.

Contractual compliance is your obligation to your employee, and vice versa, as set out by your employment contracts.

Failure to comply with any of these could result in criminal charges.

3

Have you created a people plan to help you achieve your goals in 2023

In order for your business to hit its goals in 2023, it's vital that you have a solid people plan.

To create this, you'll want to understand the needs of your business, and the goals you've set.

Looking at strengths and weaknesses is important so that you can identify opportunities and threats, as well as spotting which of your people can grow and progress in certain ways with training and development.

One of the best ways you can learn which of your current employees may go on to develop and grow with the company is by conducting regular employee appraisals.



4

Do you have a training plan in place for you and your managers?

Many business owners spend a lot of time upskilling and developing their teams, working on their business culture, and making sure they're taking mental health and wellbeing seriously.

But often, they forget to place a focus on their own development, and that of their managers.

You and your managers hold the business together. It's important to invest in your skills too.

As well as developing knowledge, there are many leadership skills you and your managers can work on.

These can be skills such as communication, awareness (*mental health, diversity, etc.*), and decision making.

All of which will make your people happier and more productive.

5

Use internal audits and surveys to fix stuff that's broken

Do you understand the areas of your business that need to be worked and improved on?

That's not a trick question. Sometimes as business owners we are so focused on the bigger picture, that the smaller details escape us.

If you aren't sure, you may wish to conduct an internal audit, or even survey your people (which can be done anonymously) to discover any problems or issues you may not have noticed.

Most often, this may be issues to do with workplace culture. Problems around stress, bullying, or harassment often go unnoticed and unreported.

By giving your people an opportunity to highlight issues anonymously, you have a better chance of discovering the things that need your attention and working on ways to fix them.

6

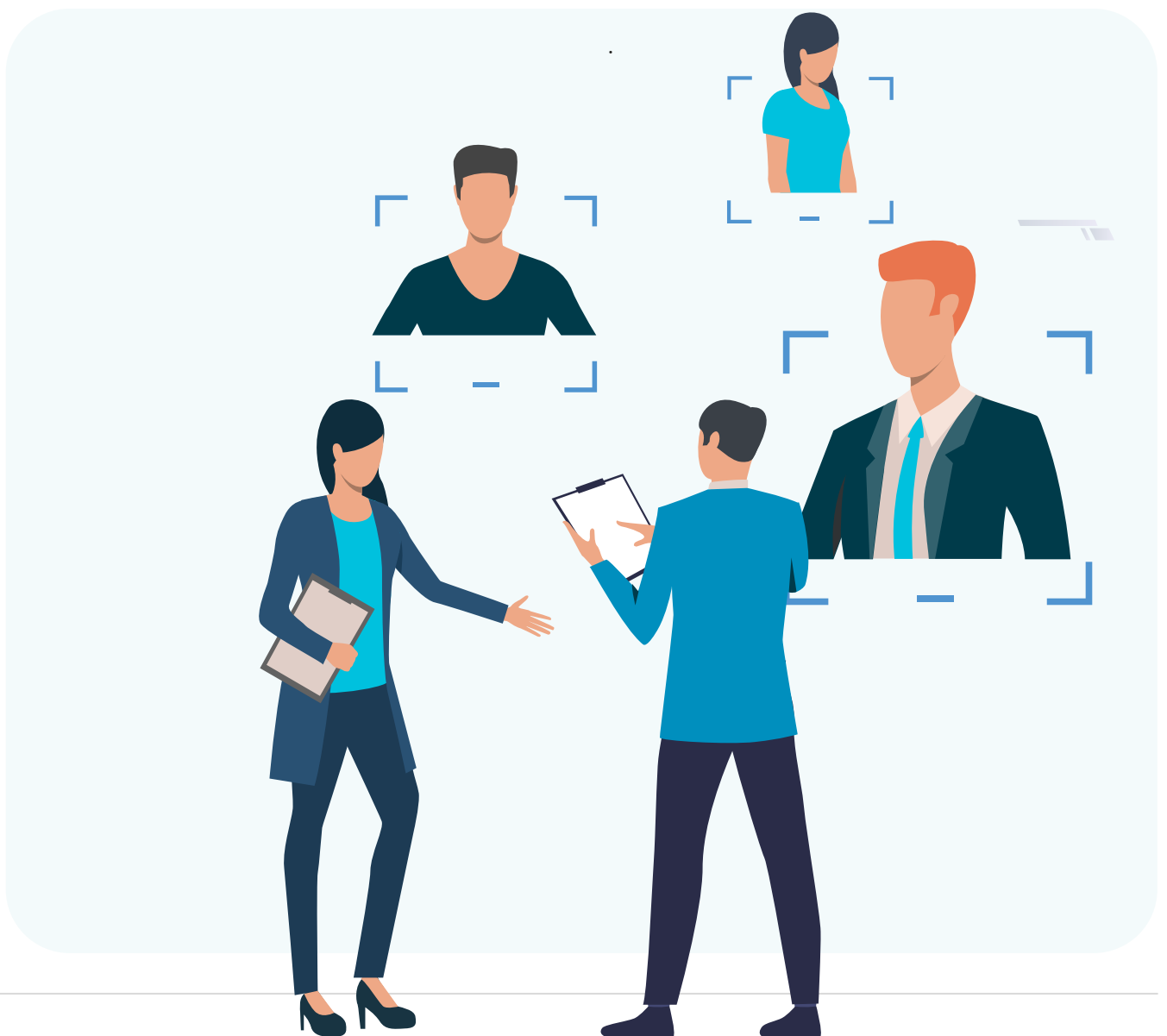
Work with an expert HR consultant to make sure you have the right support

To work on all of this stuff alongside your usual job is going to be very time consuming.

Some people may relish the challenge. But imagine spending all that additional time working on your business growth instead.

By working with experts (like the Hill HR team) you can make sure everything is done exactly as it should be, everything is legal and compliant, and nothing is forgotten.

We can help with staff performance, absence, disciplinaries and grievances, general day to day queries, holiday and holiday pay and much more



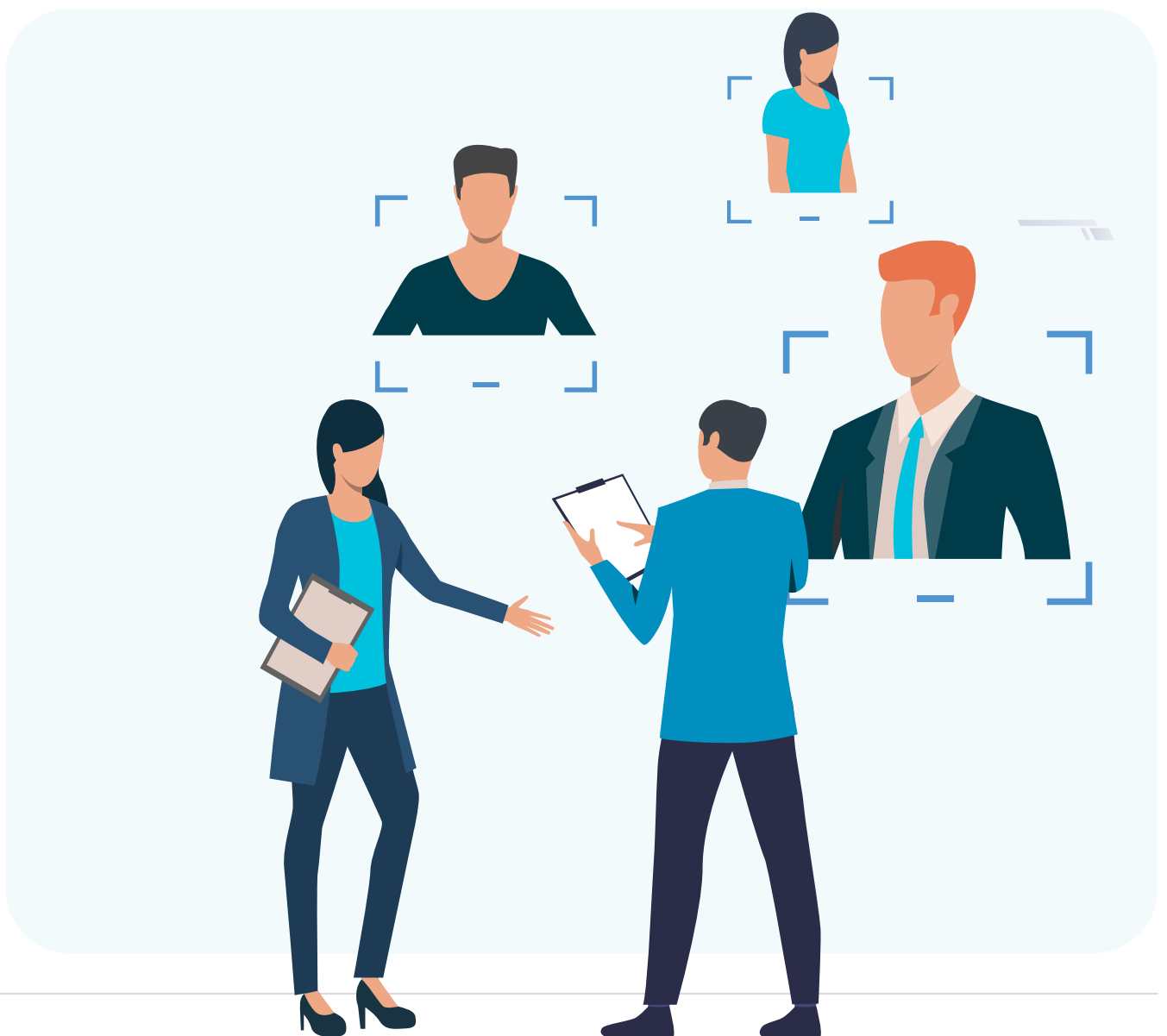
6

Work with an expert HR consultant to make sure you have the right support

Hill HR are available at the end of a phone, email, video call or in person to answer those questions for you and give you confidence that you are dealing with issues correctly. This can also include drafting letters, forms, agreements and other correspondence.

Can we help you get your HR in order during 2023 and beyond?

If you'd like to discuss what we could do, give us a call to arrange a conversation



7

Statutory Rate Increases 2023/2024

From 1st April 2023:

- Workers aged 23 and over (National Living Wage) **£10.42 an hour**
- Workers aged 21-22 **£10.18 an hour**
- Workers aged 18–20 **£7.49 an hour**
- Under 18, no longer of compulsory school age **£5.28 an hour**
- Apprentices under 19, or over 19 and in first year of the apprenticeship **£5.28 an hour**

From 3rd April 2023:

- Statutory maternity, paternity, adoption, parental bereavement and shared parental pay will increase from £156.66 to **£172.48 per week**.

From 6th April 2023:

- Statutory sick pay (SSP) will increase from £99.35 to **£109.40 per week**.

From 6 April 2023:

- Max week's pay for redundancy pay purposes will increase from **£571** to *(this has yet to be announced)*

Need some expert HR advice?

Simply contact our team on



www.hillhr.co.uk



01905 885456



claire.hill@hillhr.co.uk

Hhr Hill HR Consultancy
Limited